APPENDIX B

GMS QUICK START GUIDE

Quick-Start Guide to Using the Office of Justice Programs
Online Grants Management System (GMS)

♦ **Step 1.** Using your established Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page,** and you may link directly to GMS, which will provide online "help" screens.

♦ **Step 2.** Select **"Logon to the Grants Management System (GMS)"** to apply for OJP grant funding.

♦ **Step 3.** If you have never used GMS, click on **"New User? Register Here"** and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2005 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on **"Login."** If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

♦ **Step 4.** To submit your application online, complete the on-screen *424 /Application for Federal Assistance,* upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files, (*.pdf*), or Text Documents (*.txt*). **Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be Rightfaxed to both (202) 354-4140 and (202) 354-4147. *You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by Rightfax.***

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

*If you do not have an Internet account, call the OVW at 202-307-6026 for assistance.